



**County of Door
Human Resources**
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
(920) 746-2305
khendee@co.door.wi.us

Aging Program Manager

Door County seeks an individual to be the Aging Program Manager at the Door County Senior Resource Center. Qualified candidates for this position will have a Bachelor's Degree in Social Work, Gerontology or a related human services field; have experience with the seniors and /or adults with disabilities population and have general administration and supervision experience. This position reports to the ADRC/Aging Program Director under the direction of the Human Services Director. The Aging Program Manager supervises the regular Senior Resource Center staff, and the contracted and volunteer staff to provide multiple services funded by Title III of the Older American's Act.

Candidate must have great communication and administration skills and be able to coordinate budget development along with multiple program management and public relations.

This position is part of our management team and starts at \$22.48 per hour.

Submit completed County application to Door County Human Resources, 421 Nebraska St., Sturgeon Bay, WI 54235, 920-746-2305. EOE

THIS POSITION WILL REMAIN OPEN UNTIL FILLED



DOOR COUNTY APPLICATION FOR EMPLOYMENT

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

Deadline date: OPEN UNTIL FILLED

MAIL APPLICATION MATERIALS TO:

Door County Human Resources Dept

421 Nebraska Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2305

Fax: (920) 746-2538

e-mail: hr@co.door.wi.us

Door County reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination and drug testing may be required.

Thank you for your interest in employment with Door County. Please read the following instructions carefully:

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, reasonable accommodations may be requested.
- All information must be included on this application. Resumes will not substitute a complete application. Any incomplete or illegible applications will not be considered. "See Resume" will not be acceptable.**
- If more space is needed, please indicate this on the application form and attach the additional paper to the application. **All materials submitted in the application process will be retained by Door County and will not be returned.**

PERSONAL INFORMATION

Position Applied For: Aging Program Manager		Department: Human Services		Date Available:	
Last Name:		First Name:		Middle Name:	
Street Address:		City:		State:	ZIP:
Home Phone:	Work Phone:	May we contact you at work? Yes No		What Hours?	
E-Mail Address:		Type of Employment Acceptable: (check all that apply) Full-Time Part-Time Seasonal Casual Intern LTE			
Are you at least 18 years of age? (Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.)					
Yes No					
Are you a United States citizen, or do you have papers from the U.S. government permitting you to work? (Verification will be required at the time of employment.)					
Yes No					
Are you able to perform all of the duties listed in the position description, with or without reasonable accommodation?					
Yes No					
Have you ever been <u>convicted</u> of a felony? (If the answer is "yes", please explain at the end of this application form. A "yes" answer does not necessarily disqualify an applicant.)					
Yes No					

WORK HISTORY – PART A

A "yes" answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer "yes" to any of the following questions, please provide an explanation at the end of this application form.

1-	Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	Yes	No
2-	Have you ever been disciplined for attendance problems in your current or previous employment?	Yes	No
3-	Are there any gaps in employment in excess of thirty (30) days?	Yes	No
4-	Have you ever been employed by Door County?	Yes	No

EDUCATION & TRAINING			
High School:			
Highest Level Completed:	Name & Location of High School:	Graduated?	
9 10 11 12 [GED/HSED]		Yes	No

Education & Training Beyond High School:			
Name & Location of Institution:	Major Field of Study:	GPA	Degree Conferred

· Relevant coursework:

· Additional skills and/or training:

· Professional licensures/certifications & Expiration Dates:

DRIVER'S LICENSE

Please refer to the position description for the position for which you are applying. **If business travel and/or driver's licensing is required, please complete this section.**

· Do you have access to an automobile?	Yes	No
· Do you have a valid Wisconsin driver's license?	Yes	No
· If the position requires, do you have a valid Wisconsin Commercial Driver's license (CDL)? If yes, please list endorsements:	Yes	No
· Do you have, or can you make arrangements to obtain, insurance coverage meeting the County's minimum liability insurance requirements on your personal vehicle? (\$100,000 per person; \$300,000 per accident bodily injury; \$50,000 per accident property damage; or \$300,000 combined single limit)	Yes	No
· List any moving violations within the previous five (5) years:		

PROFESSIONAL REFERENCES

Please provide us with four (4) references that would be able to describe your work abilities, qualifications, skills, and/or educational background. Please do not submit names of relatives, spouses, or significant others.

Name	Telephone #	Occupation	Nature of Relationship

WORK HISTORY – PART B

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had; include additional pages if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information you provide in the application. Please note that it is the policy of Door County to contact an applicant's current employer only after that applicant has been deemed a finalist for a position.

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax #):		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	May we contact, prior to an offer of employment? <div style="text-align: center;">Yes No</div>
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax#)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is this employer still in business? <div style="text-align: center;">Yes No</div>
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address and phone of Business (Street, City, ZIP, telephone & fax#)		Reason for Leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is this employer still in business? <div style="text-align: center;">Yes No</div>
From:	To:				
Description of Duties:					

(For additional employers, please use a separate piece of paper or make a copy of this page)

EXPLANATION(S) / SUMMARY INFORMATION

REFERRAL SOURCE (PLEASE PROVIDE DETAIL WHEN POSSIBLE)

Newspaper:	Employee:
Employment Agency:	Web Site:
Bulletin Board:	Professional Journal:
Walk-in:	Job Service:
Other:	

In order for your application to be considered, you must complete the
Employment Application Affidavit / Information Release.

DOOR COUNTY PERSONNEL DEPARTMENT USE ONLY

Date Received:

EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE

I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Door County. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen when required, and any other required examinations.

I understand that Door County may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Door County with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof

Name (Printed or Typed):

Signature:

Date:

OPEN RECORDS DISCLOSURE (OPTIONAL)

This section is optional: Under Section 19.36 (7) of the Wisconsin Statutes, the names of "final candidates" must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a "final candidate" they can do so by making a request in writing.

Accordingly, I hereby request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes.

Name (Printed or Typed):

Signature:

Date:

***THANK YOU FOR COMPLETING THIS APPLICATION AND
FOR YOUR INTEREST IN EMPLOYMENT WITH DOOR COUNTY***

DOOR COUNTY BACKGROUND CHECK & EQUAL EMPLOYMENT OPPORTUNITY INFORMATION DISCLOSURE FORM

Door County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.

The following information is needed for the following purposes:

- To complete various government reports and implement equal employment opportunity and affirmative actions programs.
- To monitor and prevent discrimination on the basis of race, color, religion, sex, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.
- To facilitate and conduct the necessary background checks for pre-employment screening. These may include, but are not limited to the following: caregiver background checks; criminal records checks; driver's licensing checks; credential and educational verifications; and other necessary background investigations.

The information furnished on this form will not and legally cannot be used adversely against an applicant for employment, except that age, sex, and physical or mental ability may be considered when relevant to the position for which you are applying. This document will not be kept with the employment application, and will not be shared with those individuals involved in the interview process. It shall be maintained as a confidential record of the Personnel Department.

Please Supply The Following Information			
Last Name:	First Name:	Middle Name	
Position Applied For:	Date of Birth:		
Maiden Name (If Applicable):	Social Security Number	Sex: Male / Female	
Race: (Please Check One)			
<input type="checkbox"/> American Indian/Native American (including Alaskan Natives)	<input type="checkbox"/>	African American or African origin	
<input type="checkbox"/> Asian	<input type="checkbox"/>	Hispanic/Latino	
<input type="checkbox"/> White not of Hispanic origin	<input type="checkbox"/>	Native Hawaiian or Pacific Islander	
<input type="checkbox"/> Other	<input type="checkbox"/>		
<p style="text-align: center;">Disability:</p> <p>The Americans with Disabilities Act (ADA) defines an individual with a disability as “one who has a physical or mental impairment that substantially limits one or more major life activities [such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, thinking or working], has a record of such an impairment, or who is regarded as having such an impairment.” Based on this definition, are you an individual with a disability? Yes No</p>			

The completion of the “Door County Background Check & Equal Employment Opportunity Information Disclosure Form” is voluntary, and there will be no adverse consequences for not completing this form.

County of Door

Aging Program Manager

Status: Exempt
Department: Human Services/Sr. Resource Center
EEO: 02 – Professional

Pay Range: 11
Revision Date: 01/10/2013
HR Reviewed: 11/2013

General Summary

This position manages all programs funded by Title III of the Older American's Act. This involves: coordination of the Nutrition Program, including responsibility for congregate and home delivered meal programs / volunteer programs including volunteer recruitment, training, assignment, and recognition / health promotion, prevention, activities and wellness programs. The position will handle coordination and supervision of staff and contractors working in these program areas. The manager ensures continuity and effectiveness of agency services in conformity with the law and with agency policy and procedures.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

1. Serves as the designated Nutrition Director to meet the requirements for funding under the Older Americans Act. This includes oversight of multiple meal sites located throughout the county, as well as home delivered Meals (Meals on Wheels and frozen meals).
2. Supervises kitchen staff, meal site managers, including oversight of mandatory training for all Nutrition Program staff.
3. Supervises receptionist, account clerk, bus driver, elderly benefit specialist and casual call staff.
4. Performs meal site visits at regular intervals and interacts with seniors to get feedback on programming.
5. Coordinates and monitors all contracted services connected to the Senior Center operations.
6. Responsible for recruitment, coordination, training, and recognition of volunteers.
7. Prepares required statistics, reports, budgets, and grant proposals for assigned programs.
8. Assists the Aging and Disabilities Resource Center (ADRC) Director in preparing, implementing, interpreting, and monitoring multi-year Aging Plans and Updates (which include budgets) that meet the statutory guidelines set by the Older Americans Act for quality and quantity of services.
9. Provides Information and Assistance services to participants in any Senior Resource Center program or activity.
10. Coordinates the Door County Caregivers Coalition, and either staffs caregiver support group meetings and / or monitors these services, if contracted.
11. Provides Information and Assistance to older persons and their caregivers and provides follow-up as needed.
12. Promotes, markets, and conducts Health, Prevention and Wellness education and activities.
13. Performs other duties as assigned by ADRC/Aging Director.
14. Organizes, determines eligibility for, distributes vouchers and prepares reports for the Senior Farmer's Market Nutrition Program.

General Job Functions

1. Completes assessments and re-assessments to determine eligibility for Home Delivered Meals Program.
2. Participates in the interpretation of program and policy to the community and in community planning and education efforts, via media outlets, public hearings, committee meetings, and the monthly Senior Resource Center newsletter.

County of Door
Aging Program Manager

3. Promotes interagency cooperation; and represents the agency in meetings related to assigned agency programs.
4. Participates in research programs (as assigned) and in the review and development of agency programs, policies and procedures.

Reporting Relationships

This position reports to the ADRC/Aging Program Director or designee from the Door County Department of Human Services.

REQUIREMENTS

Training and Experience

1. Graduate of an accredited college or university with at least a Bachelor's Degree in social work, gerontology, or a related human services field preferred, or equivalent experience.
2. Four (4) to six (6) years' of progressive, professional work experience directly with seniors and / or adults with disabilities.
3. At least 1 year of progressive experience with organizational management, budget development and monitoring, and public / media relations or equivalent experience.

Knowledge, Skills, Abilities Required

1. Applicant to successfully pass the "Safe Serve" exam (in order to supervise the Nutrition Program).
2. Ability to market/outreach the program in the community.
3. Ability to do public speaking.
4. Ability to direct and supervise the work of others.
5. Ability to communicate ideas effectively, orally and in writing.
6. Ability to deal with participant behavior issues in a congregate setting.

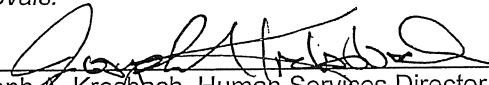
Physical and Working Conditions

There is little or no discomfort from temperature, dust, wetness, or the like in the general office environment. Potential for physical harm exists during contacts with angry or irate members of the public. Limited office space may cause some distraction.

In an effort to provide for continuity of County government and to cope with the problems of an emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 166.03 (4)(a-d), Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

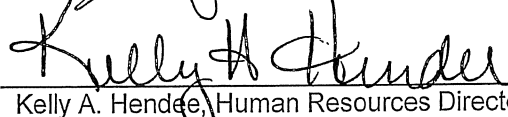
Approvals:



Joseph A. Kresbach, Human Services Director

6/5/15

Date



Kelly A. Hendee, Human Resources Director

6/5/15

Date



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Salary & Fringe Benefits – Aging Program Manager
Department of Human Services – Sr. Resource Center

WAGE: \$22.48

HEALTH: 85% Paid for Family Coverage, employee pays \$319.09/month - PPO Plan
85% Paid for Single Coverage, employee pays \$127.63/month - PPO Plan

DENTAL: 100% Paid for Family & Single Coverage
(Full Time Employee - Based on Current Dental Contract Expense, No PPO Plan)

PTO: 0-4.99 yrs. – 19 days
5-10.99 yrs. – 24 days
11-16.99 yrs. – 29 days
17 or more – 34 days

HOLIDAYS: 1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day After Thanksgiving Day
7. Day Before Christmas
8. Christmas Day
9. One Personal Holiday

SECTION 457k AND CAFETERIA PLAN ALSO AVAILABLE

RETIREMENT: Wisconsin Retirement Fund / 50% Employer Funded